



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

January 13, 2004
CACFP # 19-04

Memorandum

To: CACFP FDCH Sponsoring Organizations

From: Jason Trujillo, Program Specialist
Child and Adult Care Food Program

Subject: 2004 Administrative Reviews

Your organization is scheduled to be reviewed during fiscal year 2004 by a team of reviewers made up of representatives of the Arizona Department of Education. The review team will select providers sponsored by your organization and unannounced home visits will be conducted. The review team will contact you as to the availability of your monitor(s) and their schedules. Upon completion of all unannounced home visits you will be notified in writing of the Administrative Review date and given notice as to what documentation you will need to make available to reviewers. The 2004 FDCH sponsor trainings are listed on our website and registration can be done online. We are hoping to see all of you at the Preparing for your Administrative Review training. Enclosed you will find a sponsor self-evaluation form. Please use this evaluation as a tool to help prepare you for the review. Thank you in advance for your cooperation. If you have any questions, please call 602.542.8700.